

**GOVERNMENT OF THE DISTRICT OF COLUMBIA
POSITION VACANCY ANNOUNCEMENT RE-ADVERTISEMENT**

CHILD AND FAMILY SERVICES AGENCY

HUMAN RESOURCES ADMINISTRATION

READVERTISEMENT PREVIOUS APPLICANTS NEED NOT REAPPLY

ANNOUNCEMENT NO: CFSA-08-P062

POSITION: Contract Family Team Meeting Coordinator

OPENING DATE: 04/03/08

CLOSING DATE: Open Until Filled

IF "OPEN UNTIL FILLED"

FIRST SCREENING DATE: 4/16/08

SALARY RANGE: \$19.52 - \$25.14/per hour

WORK SITE: WASHINGTON, D.C.

TOUR OF DUTY: 8:15 A.M. TO 4:45 P.M.
Monday – Friday

PROMOTION POTENTIAL: NONE

AREA OF CONSIDERATION: UNLIMITED

NO. OF VACANCIES: TWO

AGENCY: Child and Family Services Agency (CFSA), Office of Deputy Director for Clinical Practice, Facilitated Family Team Meeting

DURATION OF APPOINTMENT: | | Permanent | | Term (13 months to 4 years) NTE: _____

Temporary (Up to 1 year, Not-to-Exceed) ☒ **Contract (PSC) NO BENEFITS**

This position IS NOT in the collective bargaining unit represented by AFSCME - LOCAL 2401 and you may be required to pay an agency service fee through an automatic payroll deduction.

☒ **This position IS NOT in a collective bargaining unit.**

RESIDENCY PREFERENCE AMENDMENT ACT: An applicant for a position in the Career Service or for an attorney position (DS-905) in the Excepted Service who is a bona fide resident of the District of Columbia AT THE TIME OF APPLICATION, may claim a hiring preference over a non-resident applicant by completing the D.C. 2000RP, Residency Preference for Employment Form, and submitting it with the D.C. 2000, Application for Employment. To be granted preference, an applicant must: (1) be qualified for the position; and (2) submit a claim form at the time of application. Except for employees entitled by law to preference, preference will not be granted unless the claim is made at the time of application.

BRIEF DESCRIPTION OF DUTIES:

The incumbent is responsible for coordinating, scheduling meetings, determining meeting locations and room assignments, setting up the rooms and informing all participants of meeting locations, dates, times and other relevant logistics for Family Team Meetings (FTM). Conducts FTM interviews for all participants involved in the FTM, utilizing solution-focused questioning and other interview techniques. Supports family members, FTM participants and the Facilitator before, during and after the FTM as needed. Takes formal minutes during the FTM, and provides a timely written summary to the Facilitator at the conclusion of the meeting for inclusion in the Facilitators report. Maintains a FTM database, to include outcomes and follow up information of each FTM.

QUALIFICATION REQUIREMENTS:

One year specialized experience equivalent to at least the next lower grade which has equipped the applicant with the particular knowledge, skills and abilities to perform successfully the duties of the position and that are typically in or related to the work of the position to be filled

SELECTIVE PLACEMENT FACTORS:

Direct practice in child welfare and previous experience and/or training in-group dynamics strongly preferred.

SUBMISSION OF RANKING FACTORS

The following ranking factors will be used in the evaluation process. All applicants MUST respond to the ranking factors ON A SEPARATE SHEET OF PAPER. Please describe specific incidents of sustained achievements from your experience that show evidence of the level at which you meet the ranking factors that have been determined to be of importance for the position for which you are applying. You may refer to any experience, education, training, awards, outside activities, etc., that indicate the degree to which you possess the job-related knowledge, skills, and abilities described in the ranking factors. The information given in response to the ranking factors should be complete and accurate to the best of your knowledge. **FAILURE TO RESPOND TO ALL RANKING FACTORS WILL ELIMINATE YOU FROM CONSIDERATION.**

1. Thorough knowledge of the principles and practices of social work, child welfare system and group dynamics and family to family concepts;
2. Effective organizational skills, ability to develop interpersonal relationships, and ability to coordinate and/or negotiate with the family members, community resource supports and other professionals;
3. Excellent skills in written and oral communication to coordinate meetings and meeting logistics and to draft clear and concise minutes as record-keeping and background for reports and recommendations; and
4. Experience with FACES or other relevant database(s) used for electronic case management.

OTHER SIGNIFICANT FACTORS: Pursuant to the Child and Youth, Safety and Health Omnibus Congressional Review Amendment Act of 2004 and Mayor's Order 90-27 Drug-Free Workplace Act of 1988; the individual selected to fill this position will, as a condition of employment, be required to complete a Drug and Alcohol Test, Criminal Background Check, Child Protection Registry (CPR) and Traffic Records. Employment with the CFSA is subject to satisfactory findings.

DRUG-FREE WORK PLACE ACT OF 1988: "PURSUANT TO THE REQUIREMENTS OF THE DRUG-FREE WORKPLACE ACT OF 1988, THE INDIVIDUAL SELECTED TO FILL THIS POSITION WILL, AS A CONDITION OF EMPLOYMENT, BE REQUIRED TO NOTIFY HIS OR HER IMMEDIATE SUPERVISOR, IN WRITING, NO LATER THAN FIVE (5) DAYS AFTER CONVICTION OF OR A PLEA OF GUILTY TO A VIOLATION OF ANY CRIMINAL DRUG STATUTE OCCURRING IN THE WORKPLACE."

Applications received outside the area of consideration and/or after the closing date will not be given consideration. You must resubmit your resume to received consideration for any subsequent advertised position vacancies.

How to apply: All applicants, agency employees and other D.C. government employees must submit the District of Columbia government employment application (DC2000). The District of Columbia government is an equal opportunity employer. All qualified candidates will receive consideration without regard to race, color, religion, national origin, sex age, marital status, personal appearance, sexual orientation, family responsibilities, matriculation, physical handicap or political affiliation. Applicants will only be notified if an interview is granted.

TO APPLY:	MAIL TO:	Child and Family Services Agency Human Resources Administration 400 6th Street, SW Washington, DC 20024	WALK-INS:	955 L'Enfant Plaza, 5th Floor Washington, D.C. 20024
	FAX TO:	(202) 727-5750	WEB SITE:	www.cfsa.dc.gov
	EMAIL TO:	cfsa.jobs@dc.gov	TELEPHONE:	(202) 724-7373

IN ACCORDANCE WITH THE DC HUMAN RIGHTS ACT OF 1977, AS AMENDED, DC CODE SECTION 2.1401.01 et seq., ("THE ACT") THE DISTRICT OF COLUMBIA DOES NOT DISCRIMINATE ON THE BASIS OF RACE, COLOR, RELIGION, NATIONAL ORIGIN, SEX, AGE, MARITAL STATUS, PERSONAL APPEARANCE, SEXUAL ORIENTATION, FAMILIAL STATUS, FAMILY RESPONSIBILITIES, MATRICULATION, POLITICAL AFFILIATION, DISABILITY, SOURCE OF INCOME, OR PLACE OF RESIDENCE OR BUSINESS. DISCRIMINATION IN VIOLATION OF THE ACT WILL NOT BE TOLERATED. VIOLATORS WILL BE SUBJECT TO DISCIPLINARY ACTION.

SALARY REDUCTION OF REEMPLOYED ANNUITANTS: An individual selected for employment in the District government on or after January 1, 1980, who is receiving an annuity under any District government civilian retirement system, shall have his or her pay reduced by the amount of annuity allocable to the period of employment.
